



TAUNTON MUNICIPAL AIRPORT

COMMISSION

MINUTES OF MEETING

February 24, 2016

Commissioners:

Fred Terra, Chairman
Bob Adams Vice-Chairman
William Manganiello
Jim Madigan (Absent)
Burton Schriber(Absent)
Charles Malo
Jan Boboruzian

Airport Manager:

Dan Raposa

Treasurer:

Joe Lawlor

Recording Secretary:

Ted Porada

Airport Ground Services

Ted Porada

Airport Solutions Group

Bob Mallard

Others in Attendance\

Jerry Field, Charlie Pickett, Melinda Dupont,

Airport Tenants/Users\Neighbors

Steve Proffetty, Mike Dupont, Joe Mortland

Alex Dupont, Doug Cooper, Karl Aybers, Dick

Griffith, Phillip Baird, Luiz Gonzales, Damon Solomon, Greg Glynn, Jon Colbert, Jeff Macomber, Juanita Gallagher, Jeff Anderson and (Unknowns)

Meeting called to order at 7:00 p.m. by Commission Chairman Fred Terra.

Roll Call of Commission: Bob Adams-Present

Bill Manganiello-Present

Jan Boboruzian-Present

Charlie Malo-Present

Fred Terra-Present

Burt Schriber-Absent

Jim Madigan- Absent

Engineers Report

Bob Mallard with Airport Solutions Group. Starting off with the Master Plan project, as all of you know the deliverables were previously submitted. We are just waiting on the SOPPs and my understanding is that the commission is still deliberating on the changes so we are happy to help the airport as soon as more direction comes in on that. On Taxiway Bravo not a lot has occurred. The office was down there on the 15th and 16th

but the electrical contractor did not show up so we had to leave. We were called today because the electrical contractor was on site installing the gate control unit for the closure. At this point it is mostly just punch list work left remaining and hopefully by the end of March we should be close to closing this thing out. It won't be closed out because there is still paperwork that the FAA requires. There is all kinds of miscellaneous things like as-built plans from the contractor, arial photos from the contractor that I am not sure we will get in March but we are hoping all the construction will be done in a few weeks.

FRED: *The controller for the gates?*

Bob: We are still waiting, just the box I am told, was installed today. They called us at the office today so we went down there and the guy was working and we had no idea he was going to be there, but we think in a couple of weeks the control unit should be installed.

FRED: *So the gate and the pedestrian gate should be working?*

Bob: The pedestrian gate? That's what we believe but what can I tell you. All we can tell you is what the contractor tells us.

FRED: *Ok*

Bob: So with the remaining items for the gates, once that is done we will be into the punch list and make sure that is done. With respect to the Wildlife Management Plan we were told the FAA has approved the latest scope as you remember it was a combined wildlife assessment plan. We were told to take the management plan out and most recently they told us to add in back in so that scope was submitted and it was approved and we are just waiting for MASS-DOT approval on that. Once that happens we should be go to go on a grant for that project. Besides that just miscellaneous work items request from the airport commission I prepared a draft RFP for management services, submitted that on February 6th, a couple of edits since then, the final draft version was submitted on February 12th and I believe the city is reviewing the document and have not heard anything on that yet. I also prepared and submitted a sample newspaper ad for use in the newspaper and haven't heard anything back on that and I assume it is okay. The airport commission also asked me to assist them with advertising for Central Register, so as soon as the RFP is done and you pick a schedule, I know you have a date, we will have you do that. I just remind you guy's that Central Register has pretty strict guidelines so generally speaking they come out on a Wednesdays and they require eight days prior notice. If you want to hit a particular

Wednesday we have to submit the notice the previous Tuesday which is eight days prior and this is a tight schedule. So let me know when you want to submit that prior. I have good news on the NA@Night. Early just today we were sent an e-mail by the FAA indirectly that the NOTAM NA@Night has been removed by a NOTAM. I passed that e-mail on to Dan. It will make, we are told, the next publication cycle so right now it's still kind of written in words, but supposedly, I am not sure when the next cycle is scheduled, ok, so that should be off the books. So that should be good news for you folks.

FRED: It has been a long time coming!

Bob: Yes, besides that nothing but the administration(terminal)building. My office has been down there earlier this month to perform survey field checks. The architect has hired a surveyor to survey the grounds, location of utilities and my office will be there to kind of proof it. We also did a preliminary parking lot layout and submitted it to the architect and haven't heard anything back yet.

FRED: Need to take out the grass areas

Bob: In the what?

FRED: The grass areas in the parking lot.

Bob: I haven't seen it, Rich is leading that charge.

FRED: They look pretty but are a pain in the snow.

Bob: For snow plowing?

FRED: Snow plowing. We will probably be moving the grass areas. They look nice but.

Bob: Yes not a problem

FRED: You understand.

Bob: Yes, practically speaking. I assume Rich is coordinating that from my office.

FRED: We talked to the architect, she called us for a draft of the plan.

Bob: Janna, ok, I mean ideally it would be nice if I could go right to you guys but we are working for the architect.

FRED: Any questions for the engineer from the commission? Thanks Bob.

Secretary's Report

Bob Adams: I make a motion to accept the minutes.

Bill: On the minutes, I actually on discussion

FRED: Can we get a second then move to discussion?

Bill: Sure

FRED: Second?

Bill: I will second them to get them into discussion, sorry about that. On the minutes I make a motion that we table the approval of the minutes to the next meeting simply because there, well there is eighteen and a bit more pages and I haven't had an opportunity to sit down and read all eighteen pages and I am sure most of the commissioners haven't either. Also I make a recommendation that we post these on our website as soon as they are available basically saying not official until voted on because I don't think it is prudent to vote on it without having read it. That's the recommendation I am making and on the side I recommend that the minutes are made to the commission as soon as possible at least the Friday before the meeting just to make it easier for us.

FRED: We have a motion.

Jan: I still, I make a motion for approval. I read them, I got them, I read them there was a lot to them.

FRED: They are available in the boxes.

Bill: Sometimes it would be better like a lot of the other boards in the City. they do deliver them to the board members by e-mail.

FRED: We can do that but they were in the boxes.

Charles: I agree(with Bill).

Bob: Did you check your box this week?

Bill: Last week I checked last week. I haven't had an opportunity this week.

FRED: I got them in my box. Ok we have a motion to accept.

Bob: How about we accept them and if you need them we will get them out earlier in the mail to your house.

Bill: I would just like the opportunity, no, no e-mail.

Bob: E-mail

Bill: Like we mail out correspondence to the committee or to the commission.

FRED: Can you do that in the future Dan? E-mail out a copy to the commission when you finish them up.

Jan: Just so you send notice that they are not official.

Bill: Label them not official till approved by the commission.

Joe: Are we saying when we receive the draft copy I put those on the website right away.

Jan: I don't know about the website.

Fred. No.

Bill: Let me add two things. Add to that one, is that, I believe the commissioners should have a copy prior to review, but I also believe it would be in our benefit, for transparency, to have the minutes posted on the website, labeled draft not official until they have been approved simply because during hearings we do have members from the public making comments and for them not being able to see it they can't make a comment or a correction potentially to something they said and I think that is in everyone's interest to make sure that they are accurate.

Bob: I still think are there no other council or committee in the city that requires that.

Bill: I am not sure.

Bob: Are we making this for us?

Bill: I am not sure but why not be the first, If we are the first why not be the first.

Bob: I think we have a good week and a half in advance before it comes before us.

Plenty of time to read it, I read it, didn't have a problem, Jan read it.

Bill: A week and a half? I was in last Wednesday.

Bob: It's in your box.

Bill: It wasn't there last Wednesday, that's a week and a half, So.

Bob: Let's take it under consideration.

FRED: I have a problem on line, not to the commission, but on line I have a problem. A second?

Bob: Approve

All in favor. Jan, Bob Fred No-Bill and Charles

FRED: Minutes are approved.

Bill: NO, Quorum

FRED: No, we have a quorum here. I have checked with this Bill. We have enough here. It is the number here.

Bill: I will check on that tomorrow it is not what is here it is a quorum four out of seven by pass or oppose.

FRED: We have a quorum here so it is the majority of the people here.

Bob: I believe that is correct.

FRED: Treasurer's report Joe

Treasurer's Report

Joe: You should have in the package before you the February finance statement. The income for the month of February is \$19,656.43. Monthly expenses \$35,640.01 which leaves a negative cash flow of \$15,983.58 primarily because of a fuel drop. On the following page the account balances for the 25 or General account \$122,831.54 and for the 22 account which is the Grants Ledger \$268.05. The 01 city pay \$10,000 was initially deposited and we have \$3,336.40 remaining.

FRED: Fiscal year?

Joe: Yes fiscal year this is for the line boys and the city secretary, when we had a secretary. The last page is the months accounting.

FRED: Make a motion to accept the audit and pay the bills.

Jan: I make a motion to accept the treasurer's report.

Bill: Seconded

Fred: Any discussion about it?

All in favor? Unanimous.

FRED: Airport Managers Report, Dan.

Airport Managers Report

Dan Raposa Thank you. In front of you you should have the current fuel survey. Our fuel price remains constant to what we have.

1. **Fuel survey** taken over the weekend.

Current fuel price is \$4.66 Cash, \$4.80 for house accounts, credit cards and checks. At one time we were at the lower end of the spectrum. We probably

are right in the middle row of the spectrum of fuel prices of the neighboring airports in the vicinity. We still have fuel in the ground and we won't be buying fuel for a little while longer. Airside inspections, the tie-downs, lights and fuel farm. We have just ordered another round of light equipment for the runway lights. Light equipment, taxiway lights the bulbs get burned out more often, the moisture in the air and things don't coincide with what we have. We have a short life on a lot of the bulbs now but we will be replacing them as we go along. We just got a new batch of tie-down rope which just came in and we have that if needed.

2. **USDA Wildlife** program update. The USDA wildlife program has been issued. I

believe you have that. We have received the final and only invoice that we have received and the cost was \$2970.00 and we have processed that for payment.

That is basically inside the confines of what they suggested a year ago when they

said they could come out to the airport.

3. I was part of the team which met with F&M Architecture on February 12th for the pre-design of the terminal building. I also attended the Taunton City Council committee on the Needs of the Airport on February 1.
4. I have contacted our fuel supplier World Fuel Technology in regards to installing a self serve terminal. I spoke with him today, I think he is going to be sending down someone from, I don't know the name of the company, the guy's name is Roy Creeley. World Fuel Technology has donated \$12,500 towards the installation of equipment.

FRED: If we sign a 5 year contract with them.

Dan: Yes, if we do, we have never had a contract with WFT but we have been with them since Texaco went defunct back in 99-2000. So we don't have a problem with our relationship with them but they are going to want to have a contract if we get the donation.

FRED: I want to thank you Dan for going to seek out some assistance for putting the self serve and the \$12,500 will go a long way to offset some of the cost for putting it in. We still have to come up with a final cost, a bottom line cost.

Thanks

for sending that out Dan.

Charlie: Good Job.

Jan: Can I just ask one question? So they are donating everything and we have to say that again.

FRED: No, No

Dan: WFT is going to donate up to \$12,500 to us for part of the cost.

Jan: To offset the cost to help us?

Dan: I don't know what the breakdown is.

Jan: Just to offset the cost? Ok, Ok I understand.

Fred: That's not the bottom line or anything else. They will come up with a bottom line and we can deal with them.

Jan: No that's fine.

FRED: We have dealt with them since 99-2000. Basically what I think is if we sign a five year contract with them they will be guaranteed they will be delivering fuel and they will give us the \$12,500 rather than looking elsewhere.

Jan: It's a big chunk.

FRED: Yes.

Jan: Very good, thank you Dan.

Dan: Another two articles that I added on today, one Bob mentioned, was the NOTAM has been issued and I am informed that it is already out there for the NA@night, the night time flying. The approach end of the airport has been taken care of. Also I found out today that we have a meeting today with MASS-DOT and F&M Architecture in Boston on March 10, at 9:30 AM. This is a meeting with all three airports that day,

Taunton, Plymouth and the one out west to go over with MASS-DOT the design of the airport building. I talked to Janna today and we have the 9:30 AM slot.

Fred: We met with F&M Architecture last week right Dan.

Dan: Yes February 12th.

FRED: They came up with three different designs for the interior of the building. Just to look at different ways, two of them included a restaurant and one of them did not include a restaurant. A lot of it depends on, as you know Charlie, on the perk test. So they are going to come out and do some test borings to see what the soils are like, to see if it would support a septic system, to support a restaurant. Dan and myself will probably be going up to the meeting next week and do a lot more preliminary things. What we end up doing is coming up with some kind of design and then we will bring it back to the commission for final approval.

Charlie: When is this going to be in Boston?

FRED: Next week sometime.

Charlie: Let me know I would like to go up.

FRED: Yes. Just sitting down and taking, no exterior designs and how they are going to proceed. They have requested the Airport Manager and the Chairman.

Charlie: I would definitely like to see the rough of the restaurant because worst case, I don't care about the perk test, we can hold it tight if we have to the restaurant even if we have to pump it. Let's bite the apple while we can.

FRED: We will know better once they do the test borings Charlie. That's why I requested the test borings to see what we are dealing with because as you know there is a lot of play in there. They are things about checking into the parking lot so they may have to look under the parking lot.

Dan: That's all I have. Thank you.

FRED: Does the commission have any questions of the manager? None

Old Business:

FRED: They met this week about the brush clearing, Joe.

Joe: Bill.

Bill: Just to put it in quick summary we met last week and we discussed some various scenarios for funding and it looked based on some recommendations, despite the fact that we need to maintain a cash reserve, the finance committee felt comfortable, hopefully I am saying this correctly, hopefully we should be able to put aside on an annual basis around \$40,000 for vegetation management.

FRED: Joe I think

JOE: Let Bill have his say.

FRED: OK

Bill: Yeah, that is basically from my notes from the meeting, sorry the meeting minutes. So the general ledger we can set aside the money, but we would have to look at it on a amount basis to make sure that we have the money available whether we need more or

less so the \$40,000 to start is just a based gut suggestion. Again we need to take a look at the actual dollar numbers to make sure that's available to do that.(22:15)

Joe: Fair statement, is that when we had talked, just for clarification around the board, is that we were going to set aside \$40,000 from the general ledger just as we discussed. We were going to en-power, well the next step we were going to ask the engineers to to provide a ten year plan in sufficient detail to look at vegetation management, security, animal control, aircraft airport operations the whole gambit. Sufficient detail over the whole span. So the airport management using the rules of contracting may be em-powered to do projects in the amount of \$10,000 or less (23:00) over the period of a year according to the plan that is developed. \$40,000 the intent was not to spend it right away, the intent was that after we received a plan for the airport management to attack the vegetation management control, at the end of the year whether you spent only \$20,000 or \$10,000 or less the finance committee would relook at the finance piece and based on their recommendations add to that set aside or not add to that set aside. So it wasn't an expenditure of \$40,000 up front.

FRED: I thought we had discussed this Joe, right? It was over a ten year period the \$40,000.

Joe: It was an undefined period.

FRED: An undefined period, we can't afford \$40,000 out of our funds in one year. (24:20)There isn't enough money in there to do that and still maintain a viable amount to run the airport.

Joe: We said we wanted to set aside a dollar amount but we also said we weren't going to spend \$40,000 all at one time. We were looking at a plan and an empowerment for the manager at the desecration of the commission to take care of the vegetation management plan. The issue at hand, one of the reasons at hand, we sat down and talked is vegetation management has been an issue at the airport for a long time. We need to have some sort of address to this. Then based on what we said here according to the commission rather than do \$40,000 set aside let's do \$10,000 set aside, that is your option. You guys make the decision amongst the commission.

We need to have some sort of address to this. We may, according to what was said here on the commission ok, rather than do \$40,000 set aside we set aside \$10,000 that is your option. You make the decision amongst the commission. I am just looking for a plan in order to do the job. The job has need.

BobM: What I will say is we haven't done anything yet. I think we need to meet with you folks, the overall plan you should follow is the VMP that was produced by MASS-DOT. I think we should look at it, prioritizing, but that is essentially your Vegetation Maintenance Plan.

FRED: Could you give us some guidelines on that Bob?

BobM: Sure, sure.

FRED: We can take a look at it like Bill scared me with this \$40,000.

Bill: I am sorry, I didn't mean to scare you or anyone. We were looking at a number and we thought you know as a potential set aside that sounded like a good set aside but we do realize that we do have constraints with the Uniform Procurement Act of Massachusetts which sets the limits on what we can act own on our using best practices and amounts spent of \$10,000 require a bid process but we thought an initial amount set aside of up to \$40,000 would be a start but again that number is going to be

based upon recommendations from our engineers and people who are going to be involved in our site planning. Sorry I didn't mean to scare you because believe me if we were going to pull \$40,000 out I don't think anybody on the committee would have gone for that. That's a lot of money.

FRED: Over a 5 or 10 year period that would be a fine thing to do a projection over time, but to do it all in one year that was another thing.

Bill: No, no.

Joe: It wasn't the intention to do it all in one year but there was sufficient reserve for emergencies if we needed it. We talked about it we need about \$50,000 to \$80,000 tactical reserve for any contingence's that may happen on the airport.

FRED: I would say higher \$80,000 to \$100,000.

Bill: I would agree with that.

FRED: Any other comments on the that subject?

FRED: Jan, what is the update on the SOPPs?

Jan: On the SOPPs we completed getting the answers. My plan was to put all that together and bring it to the commission but. Bill said he wanted to have one more meeting to review those before we present them to the commission, so Joe is still working on the minutes on that to put them together. Then I will schedule a meeting for us maybe next week, maybe, we can agree on a time today?

Bill: Monday or Wednesday would be good for me.

Jan: OK

Bill: Thank you.

Jan: We will met, review those and then submit those to ASG so they can put those into a draft format so that they can give us a clean draft that we are looking at, to present to us which we can approve to,not approve by us, but approve to send them to MASS-DOT. So Joe is there any more you want to add to that.

Joe: No. I have met with the City on both the contracting and the insuring and MASS-DOT on airport usage questions and we have all the data we need to complete it we just need to put the words on paper.

Jan: So do we want to set a date for next week? Want to get together and submit them to ASG?

BobA, FRED, Jan: Monday or Wednesday or later on?

FRED: Wednesday maybe.

Jan: Joe Wednesday? Bob, Bill?

Jan: Wednesday at 7:00PM. We will get them done. Bill can look at them and then we will submit them to ASG so they can put them into their draft, then we make amendments we would like to have changed.

BobM: What format do you prefer? Like a paper copy marked up on? (29:46)

Joe: Paper

BobM. OK

Jan: We are not asking you to rewrite the whole book, just changes where we have asked for or elimination or whatever and you guys go change that particular paragraph or page. Yes whatever it is.

BobM: Ok. We will read and make the appropriate changes and give them to you and if we misinterpret something we will give them back and forth to you and make changes.

Jan: We will then submit them to the commission for approval to send to MASS-DOT.

Dan: BobM you may want to come to that meeting.

Jan: March 2.

BobM: So you are going to give me something after the meeting, a draft?

FRED: Yes. Any other questions of Jan or Joe?

FRED: We have somebody that is in the process, Dr. Young is looking to build a new hangar behind Jim Gotvitch's hangar. Bob?

BobA: We have been working with Dr, Young for about a year now. He has hired Earth Sciences and Mike Patenaude is here to represent him and bring his plans forward.

FRED: Can you come up?

Bob: He would like to bring the plans to conservation, but he would like to get our approval before going to conservation for approval. Lay it right over here Mike.

Mike: This is the plan: A proposal for an 80' X 80' hangar and I am sure you guys are a lot more sure of the location.

BobA. Using the existing access road coming in around the corner it open up for cars. A discussion ensued about the logistics and specifications of the hangar and aircraft access for different aircraft. Basic design and layouts were discussed. (34:17) Aircraft signage and traffic patterns were discussed along with setbacks and wetland egress.

Charles: I make a motion to allow this project to go forward to conservation commission and come back with approval.

Bill: Seconded

Fred: Any more discussion? All in favor? Unanimous Aye

Fred: Signed off on the project as presented.

Fred: Just to go back for a second. BobM had mentioned that we set up a RFP, we made a few changes in it. I looked it over and sent it to the City solicitor hand for review as soon as we get it out of the city solicitor's office we will get it to BobM to get it into Central Register and we will put it in the local gazette.

Bill: Will you have copies sent to the commission please?

FRED: Yes, of the RFP once it is finally approved approved. Any other old business?

NewBusiness:

FRED: Burt Schriber has taken up the task of looking for grant's that are available. There is a girl from the City her name is Karen who helps out with the grants, she doesn't write them but she helps out with them. Burton has talked to her. What she would like from the commission was for us to get to Burton things on the airport that need to be done. Grants may be available out there and what Burton will do is follow up on that and give it to Karen and she will start to research it to see if they are any grants for those particular things.

Commissioners or users can go around the airport and see things that there may be grants for, get them to Burton, so Burton will start coordinating with Karen.

Charlie: Not only Burton but Dan also.

FRED: That's fine Dan as well as Burton.

Charlie: That way they can work together.

FRED: Yes and get them out there and then Burton together with Karen will see if they are any grants out there that we can get and what we need to do. The other thing we are starting to get into along with Dr. Young and the terminal building is to set up a building committee and if it is alright with the commission, I would like to set up with Bob and myself, since we are in the trades and I think that we be a good thing.

Charlie: What would this committee consist of? Duties?

FRED: Just like we are doing with Dr. Young, setting up with people who want to build hangars.

Charles: So people wouldn't have to come before the entire commission?

FRED: Yes, just do like we have been working with Dr. Young and then bring it to the commission.

Charlie: I would like to be part of that.

FRED: Ok, We will make it the three of us, we are all in the trades so like I said we know what to look for.

Bill: The permitting side.

FRED: Can I have a motion on that.

Jan: To form a subcommittee, yes I will make a motion, what do you want to call it?

The building subcommittee to include Bob Adams, Fred Terra and Charlie Malo.

Bill: Seconded

FRED: Any discussion on it?

Charles: Building committee or

FRED: Building committee basically just what we have been doing with Dr. Young. When he gets to a point where he is ready to move we bring it to the commission to look at rather than everybody being all over the place. It just makes stuff easier.

Jan: We need a vote on it.

Bill I seconded it.

FRED: Any more discussion on it? All in favor? Unanimous Aye.

FRED: Anybody got anything else?

Jan: Only because we mentioned grants I would like to say something else. I met with the Mayor today just a conversation about things happening at the airport and some of the users have said the 5% of the \$200,000 plus, the City will be responsible for the 5% of the \$200,000 plus. I just wanted to reiterate that the 5% does not come from the users and it is coming from the City and I would like to displace any of those claims that the funds are going to be put on the users backs, the City not the users.

FRED: Thank you Jan. That's something good to hear.

PUBLIC INPUT

FRED: We are going to open it up to public input. Couple of things before we get to it. We have had extensive input on the gates over the last year and a half and we will not entertain any questions on the gates. There will not be a Jetport at Taunton, we do not have enough area to support a Jetport, there is an issue with

the approaches not being low enough to support a Jetport. There will not be a Jetport in Taunton.

All public input will be taken under consideration only. We would like to limit comments to around two minutes. You are going to be allowed to get up one time to speak. When you get up please give your name and place of residence.

FRED: Please come down to the mic. Give your name and address please.

Jerry Field 49 Faye Ave, Middleboro The no Jetport declaration in Taunton is welcome news. Let me just ask you if the Master Plan will be adjusted so the runway length will not be lengthened.

FRED: We will take that under advisement Jerry.

Jerry: Thank you.

Jan: I see no further public input. I make a motion to adjourn!

Fred: Do I have a second?

BobA: Aye

FRED: All in favor? Aye Unanimous

FRED: So voted.

Next meeting ***MARCH 30, 2016*** at 7:00 p.m. in the Temporary City Hall
141 Oak Street
Taunton, MA 02780

Individuals with disabilities, who require assistance or special arrangements to attend, please contact the Airport Manager at 508-821-2973. We request that you provide a 48 hour notice so that the proper arrangements may be made.

MEMORANDUM

TO:	Daniel J. Raposa, Airport Manager	FROM:	Bob Mallard
LOCATION:	East Taunton, MA	LOCATION:	Burlington, MA
SUBJECT:	Monthly Status Report – Misc. Projects	DATE:	February, 24 2016

This memo describes the current status of miscellaneous engineering and planning projects at the Taunton Municipal Airport as of the date indicated above.

AIRPORT MASTER PLAN UPDATE (AMPU) – FY2013 AIP PROJECT [REPLACES PHASE 2 LAND/EASEMENT PROJ]

- All project deliverables were previously produced and submitted to the Airport.
- A DRAFT updated Standard Operating Policies & Procedures (SOPP) manual was previously produced and distributed to the TMAC for review.
- A Sub-Committee of the TAN Airport Commission is currently assessing comments received; the SOPPs will be finalized once approved by the full Commission and MassDOT.

CONSTRUCT TAXIWAY B – FY2013 AIP PROJECT

- Taxiway construction and wetland mitigation is complete.
- ASG continues to coordinate with the security contractor (FTG) and Walsh construction in an effort to ensure that the security and access control systems will function on both the vehicle and pedestrian gates.
- In December, the vehicle and pedestrian gates were installed, the roadway was paved, and the loop detectors were installed.
- Per request of the Contractor ASG was on site for construction punch list work on 02/15 and 02/16; however his electrical sub did not show up on either day.
- Today (02/24), ASG was notified by the Contractor that their electrical sub was on site installing the gate control unit enclosure.
- Remaining construction work includes: installation of the gate control system and associated electrical work.
- ASG provided Walsh with a preliminary punch list and is working with Walsh on project closeout items such as: aerial photos, remote controllers, access control cards, etc.
- Continued with project management & contract administration.

WILDLIFE HAZARD ASSESSMENT & WILDLIFE MANAGEMENT PLAN – FY2016 AIP PROJECT

- ASG is coordinating with Epsilon (ASG sub-consultant) regarding their a scope and fee for adding the Wildlife Management Plan to this FY2016 (WMP was requested by the FAA).
- FAA has approved the latest scope; ASG is awaiting MassDOT approval.
- Initiated project management & contract administration.

MISCELLANEOUS ITEMS

- ASG prepared a draft RFP document (Request for Proposals) for Airport Management Services, and submitted it to the Airport on February 6th. ASG updated the document per comments received, and submitted a final version on February 12th. The RFP document is currently being reviewed by the City.

- ASG also prepared a sample newspaper ad and submitted it to the Airport on February 12th. The Airport will coordinate advertising in the local newspaper(s), however per request of the Airport Commission, ASG will assist with advertising in the Massachusetts Central Register, which requires a long lead time for advance notification (e.g. 8 days prior to a Wednesday publication date).
- “NA at Night” status for Runway 30 – ASG continued to coordinate with the FAA Flight Procedures Office regarding the status of removing the “NA at Night” status. On January 26, 2016 the FAA requested one more action by ASG, which was completed the same day as requested. The FAA subsequently stated that they have all the data required to complete their work. ASG was told to expect a NOTAM to be issued within two to three weeks, which will remove the “NA at Night” restriction. The FAA indicated that the note should be removed permanently on the next publication cycle. On February 24th the FAA sent an email to ASG indicating that the NOTAM is now in place removing the “NA at Night”; a copy of this email was forwarded to the Airport. The FAA repeated their indication that any reference to “NA at Night” should be removed permanently on the next publication cycle.
- ASG is continuing to assist TAN with the removal of invalid obstruction data associated with Runway 12. This issue is expected to be resolved with resolution of the “NA at Night” for Runway 30.
- ASG previously assisted the airport in developing an internal vegetation management program that will, on a yearly basis, identify vegetative obstructions and contract with a local tree removal service to remove fence-line vegetation, and other vegetative obstructions. ASG will continue to assist, as requested by the Airport.
- Attended / participated in Airport Commission meeting.
- Attended / participated in meeting of the City Council *Airport Needs Committee*.
- ASG is part of the design team for the proposed administration building.
 - ASG performed a survey field check on 2/2/2016
 - ASG produced a preliminary parking lot layout and submitted it to the architect (FMA)
- Provided miscellaneous assistance to the Airport.